

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF HUMAN RESOURCES  
September 21, 2001

**HUMAN RESOURCES MEMORANDUM 09-01**

TO: All Employees, Agency Department Heads, Human Resource  
Representatives

**SUBJECT: VOLUNTEER ACTIVITY IN THE AFTERMATH OF SEPTEMBER 11**

There have been a number of inquiries regarding what leave arrangements may be available to employees who choose to volunteer to assist in relief and other activities in the aftermath of the September 11 attack. In addition to the use of vacation, personal leave days, compensatory time, and unpaid personal leave, supervisors and management are encouraged to be as flexible as possible in approving requests for the use of voluntary cost savings leave. The most recent guidelines for the Voluntary Cost Savings Program (July 1, 2001 - June 30, 2003) are found in Human Resources Memorandum 4-01, issued June 25, 2001.

A handwritten signature in black ink, appearing to read 'D. Wills', is positioned above the printed name of the signatory.

Donald A. Wills, Director  
Bureau of Human Resources